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अण्डमान तथा निकोबार प्र' ासन
ANDAMAN AND NICOBAR ADMINISTRATION
परिवहन निदे' ालय
DIRECTORATE OF TRANSPORT

NOTIFICATION

Port Blair, dated the 21st December, 2010

No. 377/2010/F.No. 20-1/Estt./2010.— In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, read with Government of India, Ministry of Home Affairs, New Delhi, Notification No.14/3/60-ANL dated the 11th April, 1960, and in supersession of Notification No. 110/F.No. 42-33/76-TR dated 31st May, 1977, the Lieutenant Governor (Administrator), Andaman and Nicobar Islands, hereby makes the following rules regulating the method of recruitment to the post of **DAFTARI** borne in the establishment of the Directorate of Transport, Andaman and Nicobar Administration, namely:—

1. SHORT TITLE AND COMMENCEMENT:-

- These Rules may be called the Andaman and Nicobar Administration (Daftari in the Directorate of Transport) Recruitment Rules, 2010.
- They shall come into force on the date of their publication in the Official Gazette.

2. NUMBER OF POST, CLASSIFICATION AND SCALE OF PAY:-

The number of post, their classification and Pay Band & Grade Pay/Scale of Pay attached thereto, shall be as specified in paras 2 to 4 of the Schedule annexed hereto.

3. METHOD OF RECRUITMENT, AGE LIMIT AND QUALIFICATION:-

The method of recruitment, age limit, qualifications and other matters relating to the said post shall be as specified in paras 5 to 15 of the said Schedule.

4. DISQUALIFICATION:-

No person —

- Who has entered into or contracted a marriage with a person, having a spouse living, or
 - Who, having a spouse living, has entered into or contracted a marriage with any person,
- shall be eligible for appointment to the said post:

Provided that the Lieutenant Governor (Administrator), Andaman and Nicobar Islands, may, if satisfied, that such marriage is permissible under the personal law applicable to such persons and other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

5. POWERS TO RELAX:-

Where the Lieutenant Governor (Administrator), Andaman and Nicobar Islands is of the opinion that it is necessary or expedient so to do, he may, by order and for reasons to be recorded in writing, relax any of the provisions of those rules with respect of any class or category of persons.

6. SAVING:-

Nothing in these rules shall affect reservation, relaxation of age limit and other concessions required to be provided for candidates belonging to the Scheduled Castes, Scheduled Tribes and other specified categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

Lt. General (Retd.) Bhopinder Singh
LIEUTENANT GOVERNOR,
Andaman and Nicobar Islands.

By order and in the name of the Lieutenant Governor,

Sd./-
(K.C. Aggrawal)
Secretary-cum-Director of Transport

SCHEDULE**RECRUITMENT RULE FOR THE POST OF DAFTARI IN MINISTRY/DEPARTMENT OF MOTOR TRANSPORT**

1	Name of post	Daftari
2	No. of post	3 (Three)* 2010 *(Subject to variation dependent on workload)
3	Classification	General Central Services, Group 'C', Non-Gazetted, Non-Ministerial
4	Pay Band and Grade Pay / Scale of Pay	PB-1 Rs. 5200-20200 + GP Rs. 1800
5	Whether selection post or non-selection post	Not applicable
6	Age limit for direct recruitment	18-33 for male 18-38 for female (Relaxable for Govt. Servants in accordance with the instructions / orders issued by the Central Government) Note: The crucial date for determining the age limit shall be the closing date for receipt of names/ applications from Employment Exchange/candidates
7	Whether benefits of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972 ?	No
8	Educational and other qualifications prescribed for direct recruits	<u>Essential:-</u> 1. Pass Secondary School Examination (10 th Std.) from a recognized Board / Institute <u>Desirable:-</u> (a) Training in Basic and Refresher Course in Home Guard and Civil Defence (b) Knowledge in Hindi or English (c) Ability to ride bicycle

9.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees ?	Age : No Educational qualifications : No
10.	Period of probation, if any	Two years for direct recruitment
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods	100% by transfer failing which by direct recruitment
12.	In case of recruitment by promotion or by transfer or by deputation grades from which promotion/transfer to be made	Transfer: From the Peons working in Transport Department in the Pay in PB-1 with Grade Pay Rs. 1800 with 2 years service in the grade having experience in stitching file and records and its maintenance
13.	If a DPC exists, what is its composition ?	<u>Group 'C' DPC (for considering cases of confirmation) consisting of :</u> 1. Director of Transport - Chairman 2. Mechanical Engineer, Directorate of Transport - Member 3. Assistant Engineer (Mech.), Workshop Division, APWD - Member 4. Assistant Director (Admn.), Directorate of Transport - Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	N.A.
15.	Duties and Responsibilities	Attached as Annexure – I

ANNEXURE TO SCHEDULE - I**Duties & Responsibilities of Daftari**

- 1) To be responsible for proper maintenance of records in the section /Office.
- 2) To trace out old files/records as may be required by any member or staff in the section/Office.
- 3) To verify the record / publication once six months and report to the Section Officer/ Branch Officer if any file /publication are missing /out for a considerable period.
- 4) To stitch/mend files/records/vouchers etc.
- 5) To collect and distribute stationery to the members of the staff in the Section/Office under the supervision of Section Diarist.
- 6) To see that all files/other items on the tables in the section kept in place in a proper manner.
- 7) To ensure cleanliness in the Section /Office with the help of Peons/Safaiwala.
- 8) To keep proper account of the articles of furniture/electrical and electronic items available in the Section Office and any items is removed by other section for any specific purpose, he should ensure that the same is received back in the Section /Office and kept at proper place.
- 9) To attend Office half an hour earlier than the hour prescribed for the Office i.e. at 8.00 A.M.
- 10) To attend to any other work which may be assigned to him by the Section Officer, Dealing Clerks and Diarist of the Section/Office.